

CROOK COUNTY LIBRARY BOARD MEETING

February 6, 2014

Hulett, WY

The Crook County Library Board met on Thursday, February 6, 2014 at the Moorcroft Branch Library. Board members present were Hannah Ista, Maylee Baron-Kanode, Tami Baron, and Marge Myers. Jill Mackey, County Librarian, and Pam Jespersen, Moorcroft Branch Librarian, were also present. JoAnn Bohmont had an excused absence due to the weather.

The meeting was called to order at 1:10 p.m. by Hannah Ista, Chairman, and began with the Pledge of Allegiance. The motion was made to accept the agenda as presented by Maylee and seconded by Tami; motion carried and approved.

There were no introductions needed at this time.

A thank you note was received from Violet Smith for her retirement party and gift.

The January 3rd, 2014 minutes and the January 17th, 2014 telephone conference minutes were reviewed. It was suggested that each individual's name involved in the roll call vote in the January 17th, 2014 telephone conference be listed along with their response. A motion to approve the minutes as read with the correction of listing the names and responses in the January 17th telephone conference call meeting minutes was made by Tami and seconded by Maylee; motion carried and approved.

During the review of the checklist, it was noted the Hulett telephone bill was high due to the fact Michael didn't send the check to them nor had he paid the Hulett grocery store since last fall. Discussion was also held regarding the snow removal at the Moorcroft Library. Maylee made the motion to approve the checklist as presented; seconded by Marge; motion carried and approved. Checks were signed. Tami made the motion that any purchases needing to be made at Coast to Coast Solutions be approved by Jill prior to ordering; seconded by Hannah; motion carried.

The treasurer's report was reviewed. It was noted that 52.62% has been expended of the libraries county budget. The county should be depositing a large check for the library operations in the near future. A motion was made by Marge and seconded by Maylee to accept the treasurer's report; motion carried and approved.

Library Reports

Moorcroft

- In December, they decorated for Christmas, and served cookies and hot cider to their patrons the week of the 16th thru the 20th.
- The museum and the library hosted the Moorcroft Chamber lunch on the 8th. This served as a Christmas get together and they served 15 people.
- The children's programs had less little ones during December.
- Nancy was out sick for 2 weeks.
- They hosted a silent auction for the Friends of the Library. The money will support our kids programs.
- Things went well in January. Nancy is taking chemo every Friday and will know shortly what the next step will be for her.

- Tanya has been having 12 kids for Story Hour and 12 for after school. She started a baby story hour and has been having 3 kids or so. It is going well. There are movies every Friday afternoon and they have about 20 to 25 kids participating.
- Nancy did Spirit of Steamboat for the book club but only 3 participated besides Nancy. She is going to wait and start when the snow birds come back.
- They are getting ready for Valentines.
- Someone stole the donation box. The money was used for kids programs.
- Discussion on changing the light bulbs and ballasts and/or installing new light fixtures. Pam was advised to get an estimate and consideration may be given to the project in the next budget. If the community center project is completed and the library moves over there then it could be a waste of money.

Hulett

- Echo is reading at school two times per week.
- Story Book time is continuing as is the discussion group in the evenings.
- Frieda is still out. Jill contacted Worker's Comp in Cheyenne regarding Frieda's fall and they were going to cut a payment for Frieda for January and maybe February. Frieda works under the Experience Works program.
- Donna Willie is filling in as their substitute.
- Ads for the Hulett Branch Librarian position were posted in the Moorcroft and Sundance newspapers the first week of February and will be in the Hulett newspaper the following week.
- They are hoping to participate in the OneBook Wyoming.

Sundance report:

- Rocky Courchaine presented his program "Crook County Oddities" with 26 people in attendance.
- The Lunch Bunch Book Discussion group is reading "Wild" by Cheryl Strayed for February, they are meeting early in March (on the 6th) to discuss "Spirit of Steamboat" by Craig Johnson as part of OneBook Wyoming.
- The Feeder Readers Book Discussion group is reading "There Are No Children Here" by Alex Kollwitz for February.
- Children's section -- Story time topics this month are Valentines, Dinosaurs, and Transportation. There will be an All-Girl Sleepover for 4th-6th grade girls on February 28. New shelving is being built, provided by the Erin Rogers Memorial Fund. Couches in teen section will be replaced with new bean bag chairs.
- The employees are planning activities for National Library Week, April 14-18.
- The checkout periods were changed beginning January 1 – videos have a 1 week checkout now, everything else will be 3 weeks.
- Displays for this month are "Tomato Ware" by Josie Pearson & "Valentine Cards" by Jeanette Timm & friends.
- The Friends of the Library will hold their annual Traveling Bake Sale on Valentine's Day.
- They will be participating in the OneBook Wyoming event this year, reading & discussing "Spirit of Steamboat" by Craig Johnson – the author will return for a book signing event later this year.
- Our fluorescent light fixtures will be updated this spring.

Director's report:

- All the libraries will be closed on President's Day, February 17.
- Interviews for the Sundance Technician Service position have been conducted. Help wanted ads for the Hulett position have been sent to all three county newspapers.
- Jill sent out W-2s and 1099s.
- Jill is working on a grant to the McMurry Foundation for funds for a new microfilm reader/printer.
- The Library Foundation still has library calendars on sale for \$15 each. The Craig Johnson fundraising dinner was a smash success! Jill is sending the 6th request for matching funds down to the State Treasurer's Office.
- The 2014 Legislative Reception will be held on Thursday, February 20th in Cheyenne. Jill and Tami plan on attending.
- Jill and Tami attended the Commissioner's meetings this week and presented the Library report.
- A county-wide library staff meeting was held on January 13 in Moorcroft. Librarians gave reports on their activities and a discussion was held on goals for the library, and the idea of looking into the future. The main suggestion that was a big concern was the need for more space and more storage at all three libraries.
- The county will be hosting the "Wyoming Women" photo exhibit from the American Heritage Center at all three libraries this year – Part 1, "Life Within the Family" this spring and Part 2, "Life Outside the Family" this fall.

Foundation Liaison

Tami attended the Foundation Meeting and requested \$100.00 for the purpose of obtaining a Visa Card to assist Craig Johnson with gas. A thank you for Craig Johnson was passed around for the board members to sign.

Board Members

Tami advised the board she had attended the County Commissioners meeting and there may be a need to transfer funds over to the substitute employee salary line item since there is a vacancy in Hulett and Nancy will be taking sick leave.

Discussion was held regarding the 49 plants that are at the Hulett Library. The board feels there is a need to get rid of the plants as they could be a cause of water damage to the books and shelves. There is also a need for more room for books which the plants are taking up.

Old Business

The maintenance agreement for the Moorcroft copier has been received and the cost is \$60 per month which includes \$.03 per copy over 2000 copies, toner, and normal maintenance and repairs. Tami made the motion to enter into this contract at the amount of \$60/month, seconded by Maylee; motion carried.

Jill sent out the snow removal and janitorial contracts reflecting the last half of the 2013-2014 fiscal year as requested. She received two (2) back – Whispering Pine and KAT. Marge made the motion to authorize Jill and Tami to sign the contracts and Pam notarize them, seconded by Hannah; motion carried. Jill will send a letter to remind all the snow

removal and janitorial services providers to submit a letter of request to re-bid their services for fiscal year 2014-2015 and for any changes they would like to make by March 31, 2014. Preliminary budget discussion will be held at the library board meeting in March and a work session will be scheduled for April.

New Business:

Budget issues to address include the ice buildup in Moorcroft; the bathroom door at the men's library that needs to be worked on; changing the doors and door knobs in Sundance to be ADA compliant; Randy is to fix the light fixtures in April 2014; outdoor light fixtures at Moorcroft; sidewalk on north side of Sundance library cracking and heaving; and have Randy look at the windows in the Sundance children's area as they are so drafty. In Hulett, they need to open up the area so the librarians can see what is going on in their library. There is also a need for more electrical outlets in Hulett as they have a lot of extension cords lying around. Hulett is also in need of window blinds or a means of blocking the sun when needed.

Questions were asked about backpacks and if individuals with them are asked to hang them up or that the librarians go through them. It was noted that movies are being removed from the Moorcroft library without the librarian's knowledge.

Discussion was held on the library board's calendar. Jill's evaluation was to be done in January. It was decided the board would discuss her evaluation in March and then present it to Jill in April. The evaluations on the staff were to be done the end of February but will be completed in March.

Executive Session:

The board entered into executive session at 3:07 p.m. for the purpose of discussing personnel matters.

Executive session ended at 4:46 p.m. to resume the board's regular meeting.

Regular Meeting Back in Session:

Having left executive session, the board entered back into regular session.

Tami made the motion to hire Allison Bush Forsberg at \$11.00/hr. for the Sundance Technical Service position, seconded by Hannah; motion carried. Jill will do the background check on Allison.

Discussion was held on the hiring of a Hulett Branch Librarian. The new employee will be evaluated every three (3) months. He/she will be given their basic training by Echo and then Pam and Jill will train them as the Branch Librarian. Tami moved to hire the Hulett Branch Librarian at \$12/hr. and then increase the wage at six (6) months after reviewing the budget, seconded by Maylee; motion carried.

Adjournment: There being no further business at this time Tami made the motion to adjourn the regular board meeting, seconded by Marge; motion carried. Adjourned at 4:48 p.m.

Respectfully submitted by Marge Myers, Secretary